



FDMS ADMIN 1.2

Release Notes

Release Date: November 17, 2016

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Release Summary

The FDMS Admin 1.2 Release is the third release for the new FDMS Admin Module. This release focuses on implementing the Agency Fields Configuration, Document Subtypes Configuration, and Records Administration functionality. The primary features included in this release are:

- Agency Fields Configuration
- Document Subtypes Configuration
- Public Submissions Titles
- Records Administration
- Accessibility Improvements
- Additional Improvements for Existing Functionality

Agency Fields Configuration

Agencies can manage the *Field* configurations for both Rulemaking and Nonrulemaking Dockets and Documents. Each field has a Type of *Standard*, *Default*, or *Custom*:

- Standard – Non-editable field configuration
- Default – Basic field configuration that can be customized
- Custom – Agency specific field configuration

In order to enable or disable a value, Agency Administrators must check or uncheck the checkbox and click *Save* at the bottom of the screen. For any *Custom* fields, there is a link in the rightmost column allowing the Agency Administrator to *Reset to Default*. A notification banner shows at the top of the screen informing the user of the status of the update(s).

Figure 1 - Agency Fields Configuration Screen

The screenshot shows the 'Agency Configuration' screen in the 'fdms.gov admin' interface. The sidebar on the left contains links for 'Access Requests', 'Lockouts', 'Users', 'Groups', 'Reports', and 'Agency Configuration' (which is highlighted). The main content area has a header 'Agency Configuration' and three tabs: 'Fields', 'Document Subtypes', and 'Public Submissions Titles'. The 'Fields' tab is active, and a red arrow points to it. Below the tabs, there is a message: 'Please configure attributes for the selected Docket or Document Type.' and a section 'Configure attributes for:' with dropdowns for 'Rulemaking' and 'Docket'. The main table, titled 'Docket Details', lists fields with their attributes. The table has columns: Database Field, Display, Tooltip, Type, Required, Agency Viewable, Regs.gov Viewable, and Reset to Default.

Database Field	Display	Tooltip	Type	Required	Agency Viewable	Regs.gov Viewable	Reset to Default
title	Title	A name or descriptive heading given to an agency's docket.	Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
short_title	<input type="text" value="Short Title"/>	A combination of letters and or nur	Default	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
dk_abstract	Abstract	Describes an agency's regulatory action; equivalents: Description, Docket Subject, General Info, Related To, Summary.	Custom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reset to Default
dk_type	Type	An attribute that designates an	Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

At the bottom of the screen, there are links: 'About Us | Privacy & Security Notice | Accessibility | Contact Us | Regulations.gov'.

Document Subtypes Configuration

The list of Document Subtypes available in FDMS by Document Type can be configured on the Document Subtypes screen. In order to enable or disable a value, Agency Administrators must use the appropriate toggle button to select *Yes* or *No*. A notification banner shows at the top of the screen informing the user of the status of the update.

**Note: Agency Administrators must also configure the Document Subtypes field by Document Type on the Fields Screen in order to show the values in FDMS.*

Figure 2 - Document Subtypes Configuration Screen

fdms.gov admin AGENCY ADMIN, ERULEDEMO ERULEDEMO Logout

Access Requests
Lockouts
Users
Groups
Reports
Agency Configuration

Agency Configuration

Fields Document Subtypes Public Submissions Titles

Please enable or disable Subtypes for the selected Document Type.

Configure attributes for: Rulemaking NOTICES

Search Search Page 1 of 2

Subtype ▲ ▼	Description ▲ ▼	Enabled
30 Day Proposed Information Collection	Notification of a 30 day public comment period for a proposed information collection activities in accordance with the Paper Reduction Act of 1995.	No
60 Day Proposed Information Collection	Notification of a 60 day public comment period for proposed information collection activities pursuant to the Paperwork Reduction Act of 1995.	Yes
Ad Hoc Committee	Information regarding a committee addressing a specific subject, purpose, or end.	No
Advance Notice of Proposed Rulemaking (ANPRM)	A document that informs the public about an agency's anticipated proposed rule and request their input before its publication.	No

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Public Submissions Titles

Agencies have the ability to set default Public Submissions Titles for Rulemaking and Nonrulemaking Public Submissions received through Regulations.gov. The *Title Types* and *Allowed Attributes* available are based on the Agency's *Fields* configuration. In order to include an attribute in the Public Submissions Title, the attribute must be required on the Fields screen. If the *Custom Title* option is selected, a combination of text along with one or more of the *Allowed Attributes* may be used to generate a *Sample Title*. After clicking *Save*, a notification banner shows at the top of the screen informing the user of the status of the update.

Figure 3 - Public Submissions Titles Configuration Screen

fdms.gov admin

AGENCY ADMIN, ERULEDEMO ERULEDEMO Logout

Agency Configuration

Fields Document Subtypes **Public Submissions Titles**

Please configure Public Submissions Document Titles below.
Select from the dropdown or select "Custom Title" and type in your selection to generate a sample.

Configure Titles for: Rulemaking Title type: Custom Title

Comment Title Specification:
Comment on document_id

Allowed attributes: doCKET_id, document_id, fr_doc_num, first_name, last_name, organization

Sample Title
Comment on AGENCY-2016-0001-0001

Save

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Records Administration

Records Managers can access the Admin Module via the Admin Module URL or by clicking the link to the Admin Module from the FDMS Home Tab. Upon login, Records Managers will have a *Markups* tab and a *Delegate* tab. Agency Administrators will also have the *Markups* tab in addition to the other Agency Administrator tabs if they are delegated *Markups Administration* by the Records Manager.

**Note: Docket Managers are not able to access the Admin Module. If a Docket Manager is granted Records Management delegations, they can only access Records Management functionality in FDMS.*

Markups

The current Agency-defined Markups are displayed in the *Markups* tab in a table format. The following columns are included in the table:

- Markup ID
- Name
- Description
- Type
- Enabled

The list of Markups can be sorted by any column. The current sort order is displayed in the lower left corner of the table. Users can refine the list of Markups using the *Search* box above the table. The *Create Markup* button in the upper right corner above the table allows users to create a new Markup for the Agency.

Figure 4 - Markups Screen

The screenshot shows the 'Markups' screen in the FDMS.gov admin interface. The top navigation bar includes 'fdms.gov admin', 'Manager, Records m', 'ERULER', and 'Logout'. The left sidebar has 'Markups' (selected) and 'Delegate'. The main content area is titled 'Markups' and features a search box, a 'Create Markup' button, and a table of Markups. The table has columns for Markup ID, Name, Description, Type, and Enabled. Two sample markups are listed. The bottom of the table shows 'Sorted By: Markup ID, Ascending' and '1 - 2 of 2 Markups'. The footer contains links for 'About Us', 'Privacy & Security Notice', 'Accessibility', 'Contact Us', and 'Regulations.gov'.

Markup ID ▲ ▼	Name ▲ ▼	Description ▲ ▼	Type ▲ ▼	Enabled ▲ ▼
Markup Sample 1	ERULER-Markup for Testing and Demo Purposes		Hold	Yes
Markup Sample 2	ERULER-Markup Sample 2 for Testing and Demo Purposes		Freeze	No

Creation of a new Markup requires a *Markup ID*, *Name*, and *Type*. In addition, users have the option of including a *Description* or *Enabling* the Markup for Agency use.

Figure 5 - Create Markup Screen

fdms.gov admin

Manager, Records m ERULER Logout

Markups Delegate

Create Markup

* Denotes Required Field

Add New Markup

Markup ID:

Name:

Description:

Type: ☐ Hold ☐ Freeze

Enabled: ☐

Create Cancel

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Delegate

Records Managers have the ability to *Delegate Records Management Capabilities* to Agency Administrators and Docket Managers within their Agency. A list of all Agency Administrators and Docket Managers are displayed in the *Delegate* tab in a table format. The following columns are included in the table:

- User ID
- Last Name
- First Name
- Middle Name
- Role
- Markup Administration
- Un-declare & Retention

The *Markup Administration* and *Un-declare & Retention* columns each include a toggle button with Yes or No options. Hovering over the column labels displays a tool-tip with an additional description of these columns:

- Markup Administration: Delegate Administration of Markups
- Un-declare & Retention: Delegate Un-declare and Retention Capabilities

Figure 6 - Delegate Records Management Capabilities Screen

fdms.gov admin

Manager, Records m ERULER Logout

Markups

Delegate

Delegate Records Management Capabilities

Please enable or disable Records Management capabilities for the given users.

Search

User ID ▲ ▼	Last Name ▲ ▼	First Name ▲ ▼	Middle Name ▲ ▼	Role ▲ ▼	Markup Administration	Un-declare & Retention
eruler_aa	Admin	ERULER		Agency Admin	<input type="checkbox"/> No	<input type="button" value="Yes"/>
eruler_dm	Manager	Docket		Docket Manager	<input checked="" type="checkbox"/> Yes	<input type="button" value="Yes"/>
eruler_dm1	Manager 2	Docket	mid	Docket Manager	<input type="checkbox"/> No	<input type="checkbox"/> No
eruler_my_delegate	eruler	delegate	m	Agency Admin	<input type="checkbox"/> No	<input type="checkbox"/> No
eruler_test_user	user	new		Docket Manager	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
nov2016_test	twenty sixteen	november	middle	Docket Manager	<input type="checkbox"/> No	<input type="checkbox"/> No

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Additional Enhancements

Accessibility

- Identification of the language attribute to identify the language of the content for the application
- Added the image alternative text where necessary
- Created Login Page tab index
- Adjusted focus to accommodate tabbing within form navigation
- Reordered User and Group edit page headings to a more logical order

Lockouts

- Text description explaining reason for user lockout changed from *Unused* to *Non-Use*

Technical Debt

- Multiple libraries upgraded

Defects Addressed

Login Page

- The glyphs, which are icons within the application, were not working in Internet Explorer 11 for the HTTPS URL

Known Issues

No known issues